**Job Title:** Digital Scholarship Training Coordinator  
**Job Requisition ID:** 64262BR  
**Employer:** Emory University  
**Operating Unit/Division:** LITS: Library and IT Services  
**Department:** 915080:LITS: Ctr Digital Scholarship  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular  
**PRN Position?** No  

**Job Description**  
*This is a term position, on a 2-year agreement that is available for renewal based upon impact to the center.*  

**DEPARTMENTAL JOB DESCRIPTION:**  
Leading the Emory Center for Digital Scholarship’s (ECDS) digital scholarship internship program, the coordinator works with the center’s graduate students, assisting in moving them through the internship curriculum, scheduling their efforts as part of a digital project team. The coordinator partners with other members of ECDS’ core team to identify new opportunities for graduate student interns to engage in projects and initiatives.  

- Experience training faculty, staff, and graduate students on the use of digital technology for effective pedagogy and academic research  
- Expertise with various digital pedagogy/research tools, including but not limited to Blackboard, Canvas, VoiceThread, Wordpress, TEI, Tableau, Final Cut Pro X, Gephi, and Voyant  
- Ability designing, facilitating, and assessing graduate student training and professional development programming  
- Experience training graduate students to assist faculty, staff, undergraduate, and graduate students with digital scholarship and pedagogy needs  
- Understanding of gaps in graduate student training with digital tools and research or teaching methods, and professional development  
- Experience collaborating with multiple constituencies (libraries, academic and administrative units) to promote and advance graduate student training and professional development initiatives and to complete complex digital projects  
- Experience in all phases of digital project production, from proposal writing and consultation to final publication  
- Experience planning, managing, and producing digital humanities projects  
- Experience designing and refining workflows for digital humanities projects  
- Expertise with Project Management software for digital humanities projects  

**Duties:**  
- Create and manage training program for graduate students on digital scholarship tools and methodologies
• Direct the Technology, Pedagogy, Curriculum and Research (TPC+R) in-semester workshop for Emory’s graduate student community
• Partner with graduate school administration to assist in the development and support the digital scholarship training program
• Maintain a micro-credentialing system to track progress through a training program
• Meet with project coordinators to determine needs and possible opportunities for graduate interns to contribute to the center’s projects
• Coordinate with center leadership to determine best method(s) for bringing interns into workflows and also into the overall strategic direction for the center
• Develop assessment criteria and measure the impact of the program
• Utilize Trello or other Project Management Software in communicating with graduate students and center teammates about training program and available resources

EMORY JOB DESCRIPTION: Leads the implementation of competency development programs for information technology professionals and end users. Develops and coordinates training programs in information systems. Evaluates training needs and the effectiveness of training programs. Develops training materials such as handouts, workbooks, or manuals. May oversee a training budget.

MINIMUM QUALIFICATIONS: Four years of experience participating in information technology training programs OR a bachelor's degree and two years of experience participating in information technology training programs.

Preferred Qualifications

Preferred Education and Experience:
Master’s Degree and two years of training or teaching experience in higher education. PhD preferred and experience being part of a team supporting digital scholarship projects.

Hard-Skills Required:

• Blackboard
• Canvas
• WordPress
• Trello
• Final Cut Pro
• Audacity
• VoiceThread
• Gephi
• Tableau

Soft Skills Required:

• ability to work as part of a team and in an open idea environment
• willingness to learn about differences in cultures
• acceptance of multiple requests for ideas and assistance
• ability to prioritize multiple projects happening simultaneously
• skill at speaking in public to a group comprised of differing levels of
understanding
• skill in tailoring delivery of ideas to a specific audience

This position involves: Not Applicable

Minimum Hourly Rate $ 21.923077
Minimum Annual Rate $ 45600
Midpoint Hourly Rate $ 30.288462
Midpoint Annual Rate $ 63000

EEO/AA Individuals with Disabilities/Veteran Employer